

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on August 17, 2017 at 5:15 p.m. at the Brown County Central Library, 515 Pine Street, downtown Green Bay, WI

**PRESENT:** MARISSA MELI, YING LACOURT, BOB NIELSEN, DAVID RUNNING, STEVE TERRIEN, JOHN VAN DYCK and JOHN VANDER LEEST

**EXCUSED:** KAYLA JACOBSON and CHRISTOPHER WAGNER

**ALSO PRESENT:** Brian Simons, Curt Beyler, Sue Lagerman, and Emily Rogers (staff)

**CALL TO ORDER** Financial Secretary Van Dyck called the meeting to order at 5:25 p.m.

**APPROVE AGENDA AND MINUTES** Van Dyck proposed moving the closed session (agenda items 7-10) to follow agenda item 4.

Motion by Vander Leest, seconded by Nielsen, to approve the modified agenda. Motion carried.

Motion by Vander Leest, seconded by Nielsen, to approve the minutes. Motion carried.

### COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC

**BOARD OFFICER VACANCY APPOINTMENT** Motion by Vander Leest, seconded by Terrien, to nominate David Running as Vice-President of the Library Board. Meli called for other nominations. There were none.

Motion by Vander Leest, seconded by Van Dyck, to close the nomination process. Motion carried.

Motion by Van Dyck, seconded by Vander Leest, to approve the nomination of David Running as Vice-President. Motion carried unanimously.

### CLOSED SESSION

**Open Session: Discussion and possible motion to convene in closed session.** Motion by Van Dyck, seconded by Vander Leest, to move into closed session. Roll call vote: Aye: Meli, Van Dyck, Nielsen, Running, Vander Leest, and Terrien. Nay: None. Motion carried at 5:30 pm. Staff was invited to stay.

Closed session pursuant to Wis. Stat. § 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified business, whenever competitive or bargaining reasons require a closed session - East Branch Lease.

**Reconvene in Open Session: Approve any action that may have been recommended in Closed Session** Motion by Van Dyck, seconded by Vander Leest, to reconvene in open session at p.m. Roll call vote: Aye: Meli, Van Dyck, Nielsen, Jacobson, LaCourt, Running, Vander Leest, and Terrien. Nay: None. Motion carried. The Board directed Simons to counter the East Branch lease offer presented by the building owner and hold on pursuing a realtor until further exploration of current leads is completed.

### LIBRARY BUSINESS

**A. Finance Report, Bills and Donations** Financial reports were not available due to the Finance Manager vacancy. Motion by Vander Leest, seconded by Van Dyck, to hold until September meeting. Motion carried.

### FACILITIES

**A. Facilities Manager's Report** New study rooms are being built at Weyers-Hilliard and will be complete soon.

**B. Discussion and Possible Action Regarding realtor RFP** Motion by Vander Leest, seconded by Running, to engage a realtor now under the presumption that it will take 60-90 days to produce and issue an RFP to conduct a search for potential property for East Branch. Also, a robust discussion will likely ensue on disbursement of .05% sales tax. Simons talked to Chad Weininger who indicated that County Administration's plan suggests that \$1M would be available next year (no further time frame was given). Motion carried.

**C. Update on Central Library Media Lab** No report. Motion by Vander Leest, seconded by Running, to receive and place on file. Motion carried.

**DISCUSSION AND POSSIBLE ACTION REGARDING LIBRARY FUNDING FROM THE ½% SALES TAX** Simons reviewed the 2018 Capital project 6-year outlook summary proposal. This document could be helpful in planning and for fundraising. East is a priority but if other projects/branch opportunities can kickoff sooner, the board has to be cognizant of that. Flexibility is important. Prior to the passage of the sales tax, \$300,000 was taken out of general fund for expansion and/or renovation of Pulaski Branch – to move to the former printery building and contingent on the community raising \$300,000. There was a miscommunication that that monies received from the ½ % sales tax would replace the \$300,000 and fundraising. Van Dyck has put in a communication to Ed & Rec for clarification and County Administration understands the fundraising is still intact. Van Dyck commented that document has not been seen by Ed & Rec yet and is not finalized. Vander Leest suggested getting input and perhaps starting an East Branch Fundraising Committee – capital campaign, etc. Simons noted that the need to determine how the \$20M will be allocated to libraries should be addressed soon. This will allow for market analysis to be done. Vander Leest suggested inviting Pat LaViolette to a future meeting to discuss fundraising as it is not too soon to find champions for the East Branch project. **Motion** by Van Dyck, seconded by Vander Leest, to make the ½ % sales tax a standing item on the agenda. **Motion carried.**

**DISCUSSION AND POSSIBLE ACTION REGARDING CHANGE OF DATE FOR DECEMBER LIBRARY BOARD MEETING** **Motion** by Vander Leest, seconded by Running, to approve changing the date of the December Board meeting from Thursday, December 21 to December 14, 2017. **Motion carried.**

**DISCUSSION AND POSSIBLE ACTION ON PROPOSED LIBRARY HOURS ADJUSTMENT** Simons walked the Board through the revision of adjusted hours. The management team was involved in structuring the schedule based on staffing. Staff will be prepared to address any patrons who challenge the change. Communicating this to the public up front will help the public through the transition. **Motion** by Vander Leest, seconded by Nielsen, to approve the hours adjustment as presented with an implementation date of January 1, 2018 with posting for reason of changes posted at all branches. Meli asked about corrections to individual schedules (paying staff when the library was not open) and Simons confirmed they have been corrected in this hours adjustment scenario. Vander Leest mentioned the importance of making good use of money and resources. Running supported this indicating uniformity is a good thing. Van Dyck asked about implementation timeline and suggested a feedback period. **Motion carried.**

**APPROVE EMPLOYEE CONDUCT AGREEMENT** Revisions for this agreement were not complete. **Motion** by Van Dyck, seconded by Vander Leest to hold this agenda item until the September meeting. **Motion carried.**

**APPROVE MEETING ROOMS AND STUDY ROOM USE POLICY** Simons pointed out that some of the additions help cover potentially difficult situations (like those happening in Virginia) and others better clarify use of library spaces. Meli suggested verbiage change. **Motion** by Vander Leest, seconded by Running, to approve the amended meeting Rooms and Study Room Policy with the following language changes: “5. Meetings or discussions that intend or have potential to incite an immediate breach of the peace.” Some of the rental fees changed and based on \$1 per person based on capacity – rounded up to nearest \$10. LaCourt asked who uses the room. Simons confirmed that most organizations are non-profits. Discussion also took place about frequency, priority and conflicts. **Motion carried with one nay vote.**

**PRESIDENT’S REPORT** Woman who had questioned STEM programming on Facebook was invited to September’s meeting. Human Resources sent a packet of services they provide for the Library Board’s information. LaCourt asked if the staff had access to these services. The library’s dependency on Human Resources will be on the September agenda.

**LIBRARY DIRECTOR’S REPORT** The Finance Manager opening is posted and there have been many applicants. Concept Loft lease is fully executed. Summer Reading Adventure is wrapping up and data is being collected. Data from schools will be forthcoming. Performance plans are starting and will be completed by November pending funds for raises. Pay ratios will be brought to the board for approval.

**OLD BUSINESS** None.

**SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW** Vander Leest would like to have LaViolette invited to meeting related to fundraising. The Board would like to hold future meetings at the East and Ashwaubenon branches.

#### **ADJOURNMENT**

**Motion** by Vander Leest, seconded by LaCourt, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 7:37 p.m.

**NEXT REGULAR MEETING**

**September 21, 2017**

**Central Library**

**5:15 p.m.**

Respectfully submitted,  
Dr. Christopher Wagner, Library Board Secretary  
Sue Lagerman, Recording Secretary